

OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC!

PLEASE DO NOT REMOVE FROM THIS BOARD!

DATE POSTED: MAY 15, 2024
POSTED BY: DANIELLE PATTERSON
CLOSING DATE/TIME: MAY 31, 2024/5:00 P.M.

All applicants must submit an up-to-date resume or application. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountytde.gov. Please contact our office at 302-744-2310 or email us at hr@kentcountytde.gov

Department of Finance
Accounting Division
Classified, GRADE 2119
40 Hour Week
\$27.39/hour

PURCHASING MANAGER

General Description

The Purchasing Manager supports the Kent County Levy Court—the County government serving Kent County, Delaware—by supervising core purchasing and procurement functions working closely with supervisory and management employees from other departments to help the County acquire critical goods and services.

This includes providing guidance on the advantages and disadvantages of various procurement methods like Requests for Bids, Requests for Proposals, Requests for Qualifications, sole source, piggyback contracting, etc. The Purchasing Coordinator works collaboratively to ensure purchasing documents are accurate, that established timelines are met, and goals are achieved. The position also may include post-bid work such as contract compliance. This position works independently, under limited supervision, developing work methods and sequences, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent most of the time spent working in this position. Management may assign additional functions as necessary.

- Provide technical guidance to County staff regarding purchasing.
- Suggest changes in purchasing regulations or processes to improve outcomes and/or increase efficiency.
- Create and Modify template purchasing documents for departmental use and specific needs.
- Lead purchasing processes as needed.
- Contact suppliers/vendors to obtain competitive price bids; determine availability, terms and delivery schedule regarding specific requisitions; evaluate quote/terms; and recommend actions.
- Review and draft purchasing documents for clarity, accuracy, responsiveness, and recommend technical specifications.
- Participate in evaluation panels for Requests for Proposals (RFPs).
- Support the County's fixed assets and inventory programs.
- Support interdepartmental communication and cooperation regarding purchasing, and train departmental staff.
- Use the County's (MUNIS) software and other software platforms related to core purchasing functions and maintain vendor files.
- Prepare a variety of staff reports, memoranda, correspondence, spreadsheets, and reports to facilitate communications and understanding of purchasing policies and processes.

- Post purchasing information on the County's website and advertising bid opportunities.
- Develop, implement, and continually improve an integrated approach to purchasing.
- Special Projects and/or other duties as assigned.

Minimum Education and Experience Requirements:

An associate degree in accounting, finance, management, business, statistics, or any related field and four years' working experience in business, purchasing, sales, inventory management or related field. Preferred requirements are a bachelor's degree in accounting, finance, management, business, statistics, or a related field and four years, working experience in government procurement. Directly related work experience may substitute for education. The ideal candidate will have experience with local government procurement and professional certification in purchasing/procurement such as a Certified Professional Purchasing Manager (CPPM).

Additional Requirements:

Strong ability to convey ideas to the public and present to Leadership; Working knowledge of personal computers and pertinent applications; strong ability to create and work with complex spreadsheets; strong ability to comprehend complex oral and written instructions and documents.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers and supervisors. Direct deposit of pay required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.
- Physical attendance at the work site is required to perform manual tasks.
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.